

**United States Probation Department
Eastern District of New York**



VACANCY ANNOUNCEMENT # 14-03

Position: U.S. Probation Officer
(More than one vacancy may be filled from this announcement)

Salary Range: CL 25/27/28
Developmental Range Salary - \$43,323 - \$53,885
Full Performance Range - \$54,486 - \$101,901
Depending on experience and qualifications

Closing: April 25, 2014
(Preference will be given to applications received by April 11, 2014)

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The U.S. Probation Department is accepting applications for a U.S. Probation Officer. There are three divisional offices within the Eastern District of New York Probation (Brooklyn, Central Islip and Jamaica, NY). The assignment to a duty station is at the discretion of the Chief. Frequent travel within the district may be required.

REPRESENTATIVE DUTIES

- Conduct investigations and prepare reports for the court with recommendations, which requires interviewing offenders/defendants and their families, as well as collecting background data from various sources.
- Interpret and apply policies, procedures, statutes, *Federal Rules of Criminal Procedures*, and *U.S. Sentencing Guidelines*. Track legal developments and update staff and the court.
- Maintain personal contact with defendants or offenders through office and community contacts to maximize adherence to imposed conditions, reduce risk of danger to the community, reduce risk of nonappearance, and to provide correctional treatment.
- Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Analyze and respond to any objections to sentencing recommendations. This may include disputed issues and presenting unresolved issues to the court for resolution.

- Assess risk level of defendants or offenders and develop a blend of strategies for controlling and correcting risk.
- Assure the protection of the constitutional rights of defendants through the statutory mandate to assess risk of nonappearance and danger to the community.
- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of supervision.
- Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews. Guide the work of staff providing administrative and technical assistance to officers.
- Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

REQUIREMENTS:

Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position is **required** for all probation officer positions.

Specialized Experience: Progressively responsible experience, gained after completion of a bachelors degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment is required. Experience as a police, custodial, or security officer, other than with any criminal investigative experience, is not creditable.

Educational Substitutions: The following requirements may be substituted for one year of specialized experience:

1. An Overall "B" grade point Average
2. Standing in the upper third of the class.
3. A "B+" (3.5) average or better in the major field of study, such as business or public administration, personnel management, industrial relations, or psychology.
4. Completion of one academic year of graduate work in a field of study closely related to the position.

Court Personnel Classification level requirements:

CL 25	Bachelors Degree with one year specialized experience
CL 27	Bachelors Degree with two years specialized experience
CL 28	Bachelors Degree with three years specialized experience

Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) Degree, is qualifying at CL 27.

PREFERRED QUALIFICATIONS:

Knowledge of the roles and functions of federal probation and the legal requirements. Knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities.

Ability to exercise discretion and sound judgment, maintain confidentiality, foster high ethical standards, and demonstrate integrity in meeting the district's vision, mission and goals.

Ability to organize and prioritize work schedule, and work independently with minimal supervision.

Ability to work under pressure and with short deadlines while maintaining a positive and professional demeanor.

Ability to routinely work non-traditional hours.

Excellent written and oral communication skills.

Knowledge of and proficiency with current technology, computer databases, and computer applications in a Windows based environment.

MEDICAL QUALIFICATIONS:

The duties of probation officers require the investigation and management of defendants charged with criminal offenses or convicted offenders, both who present physical danger to officers and to the public. In the supervision, treatment, and control of these defendants or offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defensive tactics. On a daily basis, officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are charged with criminal offenses or convicted of committing federal offenses.

The medical requirements for law enforcement officer positions are available for public review on www.uscourts.gov under [Officer and Officer Assistant Medical Requirements](#).

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years, and as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

MAXIMUM ENTRY AGE:

The applicant must not have achieved his/her 37th birthday at the time of appointment as defined in Title 5, United States Code, Chapters 83 and 84 and must meet rigid physical standards. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

APPLICATION PROCESS:

To be considered, qualified applications must submit the following:

- A cover letter with a current resume
- AO-78 *Application for Judicial Branch Employment* (which can be obtained from www.uscourts.gov)
- If **you are not currently a federal probation officer**, in two typewritten pages or less, an answer to the following question:

Why do you want to become a United States Probation Officer? In this statement we would like you to reflect on how you feel you would be an asset to the federal courts and federal probation.

- If **you are a current federal officer**, please answer the following question in two typewritten pages or less:

As a current federal officer, what would you bring to this district? In this statement we would like you to reflect on how you are an asset to the courts and your agency currently, and how that would translate to this district.

An original and two (2) copies of **ALL** requested documents must be mailed to the address below:

United States Probation Department
Attention: Human Resources Department
147 Pierrepont Street
Brooklyn, New York 11201

Re: Announcement 14-03 - CONFIDENTIAL

Due to the expected volume of applications, the U.S. Probation Office of EDNY will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a written response regarding their status. Applicants must be United States Citizens or eligible to work in the United States. The U.S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any Applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification,

within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. More than one position may be filled from this announcement.

BENEFITS:

Employees of the United States District Court are **not** covered by the Office of Personnel Management's civil service classification system or regulations and are considered at will employees. Judiciary employees are, however, entitled to the same benefits as other federal employees. These include participation in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term disability and long term care options, annual and sick leave accrual, and ten paid holidays per year. For additional information on employment within the federal courts, please visit www.uscourts.gov.